

Minnesota State Colleges and Universities
Bemidji State University
Furniture Programming and Procurement Services

Date: 9/13/2018

Addendum #2

- 1. Can you give us any additional information or help to estimate the quantity of existing furniture that will need be inventoried?**

The furniture scope of work is still being defined. The best representation of the existing furniture is on Page 1 of the RFP. It is anticipated that most of the furniture in these spaces will be replaced, however, all furniture will have to be inventoried as it will either be repurposed/relocated due to budget constraints or sold/donated by the university.

- 2. Are there any existing inventories, floor plans or old purchase orders available for our use during this phase of the project?**

There are no existing furniture inventories or purchase orders. Floor plans of the renovated spaces will be available to the selected furniture vendor/consultant, however, these do NOT include furniture layouts.

- 3. Would the scope be all the rooms where you plan to put new furniture as outlined in the RFP, or will there be additional rooms or storage spaces to inventory as well?**

The scope of work is still be defined but will be very similar to the spaces noted on Page 1 of the RFP.

- 4. How often do you anticipate meeting on site prior to orders being placed?**

The owner will be as efficient as possible with meetings and making decisions, however, it is unknown how the selected furniture vendor/consultant will propose meetings, inventory the existing spaces and planning events.

- 5. Is it important that the dealer show experience strictly with Colleges and Universities?**

Although experience with Colleges and Universities is a factor in the Selection Criteria, it is not the only factor. Please review Page 2 of the RFP for the General Selection Criteria.

- 6. Do you have a preferred method of interface between the winning dealer and BSU contact...site visit meetings or will meetings via Skype, WebEx or similar be a part of the expected method of effect communication?**

It is anticipated that there will need to be on-site meetings with the furniture vendor/consultant, however, the owner is open to other meeting styles as appropriate to make decisions and communicate.

- 7. Would BSU be open to consider non-contract offerings on an open-book basis, and agreed up fair markup?**

Yes, as long as furniture is comparable in both quality and price-point to other contract options. Any opportunities for procurement should be noted in the furniture vendor/consultant's proposal and will be considered while scoring under the Selection Criteria #1. Please review Page 2 of the RFP for the General Selection Criteria.

8. Is this an RFP for design services or furniture?

The RFP is for furniture layout/design and procurement and installation assistance. The procurement of the furniture will occur at a later date.

9. Are costs, other than design services, required?

Only costs for design services are required as a response to the RFP. (See Page 2 of the RFP.) The procurement of the furniture will occur at a later date.

10. Should the response come for the manufacturer, dealer, or a design firm?

The response should come from the furniture vendor/consultant that will be the primary contact and coordinator for the furniture programming and procurement. There is no preference from Bemidji State University.

11. Based on the fit plans for the ALC Building, it looks like it's primarily tables and chairs and just one public space with a small amount of lounge furniture. Do they have a pricing form we are to use that would provide any more detail (ie. table dimensions, power requirements)?

The plans provided in the RFP include only the new building. There will be four other existing buildings (see page 1 of the RFP) receiving furniture as part of the furniture package. However, based upon the furniture selected and pricing, this will impact the extent of new furniture procured for the existing spaces. BSU is not looking for pricing of specific furniture pieces at this time. (However, if you want to include an estimate based upon the drawings, that is fine.) BUS is looking for a furniture vendor/consultant that will help us manage the selection, procurement and scheduling of the furniture for all five buildings. It is anticipated that most of the furniture purchased will be through the selected furniture vendor/consultant.